

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110053-7

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				DDS/OF-120	
1. TITLE OF REPORT (If a fill-in report include Form No.) Class "A" Financial Report (Form nos. 724, 588, 967, 563, 564, 565, 566, 589, 1468, Sched. of Advance to other Agencies)				2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL		
	LOGISTICS	SECURITY	OTHER (specify)		
	MEDICAL	<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
3	Quarterly		1		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Form	YES	IF YES GIVE ADP PROCESSING NO.			
	<input checked="" type="checkbox"/> NO		25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR
Reg. Class A - 16					
GS-11	\$ 6.11	16x12=192		\$ 1,173.12	3
Mod. Class A - 9					\$ 3,519.36
GS-12	\$ 7.28	9x4=36		262.08	3
Reg. Class A - 16					786.24
GS-09	\$5.07	16x4=64		324.41	3
Mod. Class A - 9					973.44
GS-09	5.07	9x8=72		365.04	3
					1,095.12
B. COSTS OF COMPUTER PRODUCED REPORTS					
		357			
TOTAL COSTS PER YEAR					\$ 6,374.16
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
Total Class A Installations		36			
(Not processed by Accts. Div.)		11			
Total as computed above		25			
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	Conversion of more Installations to Mod. Class A.		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					
<input type="checkbox"/> DISCONTINUE					
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
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